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KEAN

Restart Plan

A COMMUNITY GUIDE TO
OUR SAFE RETURN
TO CAMPUS

PRESIDENT'S MESSAGE



Dear Kean Community,

We begin the Spring 2021 semester with a sense of hope that stems directly from the way all of you continue to help navigate the University through the COVID-19 pandemic. Since March, the pandemic has challenged us to be nimble and strategic as we protect the health and safety of our University community while continuing to provide a world-class education to our most cherished asset, our students. Let the record show that Kean University has met the challenge. I assure you, we will continue to do so.

Kean's Fall 2020 semester ran smoothly due to the support of everyone — students, faculty and staff. With the measures already in place at Kean and the rollout of vaccines underway at Kean and throughout the nation, we can now envision an end to this plague. However, now is not the time to let our guard down. Vigilance is still required; protocols are still in place; and your cooperation, which has brought us this far, is still needed.

The President's Task Force, which included members from across the University, worked diligently to help us develop the Kean Restart Plan. It contains updated information for students, faculty and staff regarding health and safety protocols now in place across campus — from our residence halls to our classrooms and laboratories and everything in between. You'll also find information on our testing and contact-tracing programs as well as further information about a range of University resources. I encourage all of you to review the plan carefully.

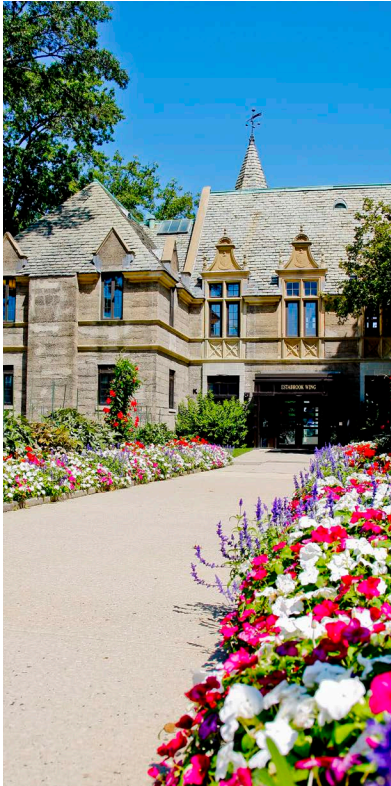
I thank everyone who contributed their time and suggestions to the development of this Restart Plan and who continue to provide all of us with important, up-to-date health and safety information. Kean Cougars — students, faculty and staff — have demonstrated a spirit of respect, cooperation and a commitment to the welfare of all that is carrying us safely through this pandemic. I trust we will emerge unified, strong and always ready to climb higher together.

I wish you good health and much success this semester.

Sincerely,

A handwritten signature in black ink, reading "L. Repollet".

Lamont O. Repollet, Ed.D.
President



RESTART TIMELINE 2021

January



JAN. 5

A federally certified lab for processing COVID-19 test results opens in Kean's STEM building



JAN. 7

Union County opens COVID-19 vaccination site on campus

JAN. 16

Residential move-in begins for Spring 2021 semester



JAN. 19

Spring 2021 semester begins with remote courses

March

MARCH 1

Face-to-face (F2F) and Hybrid (HYBR)

instruction resumes for select students. Review your class schedule in KeanWISE to see whether F2F or HYBR instruction applies to you.



Employees return to campus on cohort work schedule



MARCH 22 - APRIL 5

Advisement Weeks

Schedule a virtual appointment with your assigned faculty academic advisor.

April

APRIL 6

Summer and Fall 2021 registration opens. View your [registration eligibility](#).

May

MAY 5

Spring 2021 semester ends

MAY 12

Commencement ceremonies begin

RESTART TIMELINE 2020

June

JUNE 2

First meeting of the President's Task Force on Reopening

JUNE 15

New Jersey enters stage 2 of its restart and recovery plan

JUNE 18

Executive Order 155 issued by Governor Murphy allows N.J. universities to submit restart plans for opening July 1, 2020

JUNE 28

Kean submits its first Restart Plan

August

AUG. 3

Remaining staff return to campus on staggered schedules as the University launches use of #CampusClear mobile monitoring app; masks and water bottles are distributed to all staff

AUG. 13

Executive Order 175 issued by Governor Murphy allows N.J. universities to reopen for in-person instruction for the Fall 2020 semester

AUG. 16

Bridge to Success students move onto campus

AUG. 21

Kean submits most current Restart Plan

AUG. 26

Additional residential students begin moving into residence halls

AUG. 27

University conducts new faculty and employee seminars via Zoom

July

JULY 13

University reopens with the return of senior staff

JULY 14

President announces Kean will host in-person graduation ceremonies for the Class of 2020

JULY 27

First meetings of working groups established in conjunction with the President's Task Force

JULY 27-30

Seven commencement ceremonies take place on campus for the Class of 2020

JULY 29

Kean submits an updated Restart Plan and establishes ongoing Health and Safety Committee

September

SEPT. 1

Fall 2020 semester begins with remote classes

SEPT. 21

University begins biweekly COVID-19 testing of residential students

Approximately 20 percent of classes begin face-to-face or hybrid instruction

November

NOV. 30

All classes resume remote instruction

December

DEC. 18

Fall 2020 semester ends

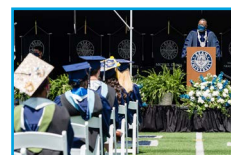


TABLE OF CONTENTS

GENERAL GUIDELINES

Introduction	1
---------------------	----------

Communications Protocol	1
--------------------------------	----------

General Safeguarding	2
-----------------------------	----------

- 2 Cleaning and Sanitizing
- 4 Face Coverings
- 5 Personal Protective Equipment and Cleaning Supplies
- 5 Social Distancing Required at All Times
- 5 Training Students, Faculty and Staff on COVID-19 Sanitization and Social-Distancing Practices and Protocols
- 7 Building Flow

Screening, Testing and Contact-Tracing Protocols	7
---------------------------------------------------------	----------

- 8 Screening Measures and Communication
- 10 Testing Protocol
- 12 Housing and Transportation of Exposed and Ill Students, and Timely Reporting While Maintaining Confidentiality

CRITICAL AREAS OF OPERATION

Instruction	17
--------------------	-----------

On-Campus Residential Housing	22
--------------------------------------	-----------

Libraries and Computer Labs	30
------------------------------------	-----------

Research	34
-----------------	-----------

Student Services	39
-------------------------	-----------

Transportation	43
-----------------------	-----------

Dining	48
---------------	-----------

Study Abroad and International Travel	51
----------------------------------------------	-----------

Athletics	53
------------------	-----------

Introduction



As New Jersey implements its phased reopening, the leaders of Kean University are working diligently to plan a smooth and safe return to campus, while continuing to work on future phases with the President's Task Force on Campus Reopening. Following submission of Kean University's first phase of the plan, most senior managers returned to campus along with essential workers who were already reporting to work on-site. For the spring 2021

semester, full-time, 12-month faculty and staff will begin returning to campus in staggered schedules on March 1, 2021.

The President's Task Force, which includes staff, faculty and students, is considering all aspects of campus life including: (1) Conditions for Learning, (2) Leadership and Planning, (3) Policy and Funding and (4) Continuity of Learning. In this process, the Task Force is soliciting input from University constituencies to address community needs from classes to residence halls, athletics, offices, student services and more.

The President's Task Force has also engaged in extensive research of different plans nationwide, the New Jersey Office of the Secretary of Higher Education Restart Standards and the New Jersey Department of Education Restart and Recovery Plan — along with reviewing the Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (NJDOH) guidelines to determine the safest path forward as we look to welcome students, faculty and administrators back to an on-campus living and learning environment.

Communications Protocol

As the public health landscape evolves, it is imperative that all stakeholders receive timely updates regarding campus operations.

If a return to stage 1 is necessary, the following steps will be taken:

Electronic communication to all stakeholders will be conducted as soon as possible. Recipients will include all students, faculty, staff and the Middle States Commission of Higher Education (MSCHE). To support the most effective conditions of learning possible, detailed communications with instructions will include the following topics:

- Notification of campus closure, requiring all faculty and staff to begin working remotely immediately.
- Notification that all classes will be offered remotely only, with all courses managed using the Blackboard Learning Management System (Blackboard).
- Notification that all research, clinical and internship activities will be conducted remotely.
- Notification that academic advising will only be offered remotely, and that all tutoring, writing and speaking lab support will continue to only be offered remotely.

When we transition to stage 3, the same steps to communicate updates and changes based on the most current guidance available from the Office of the Secretary of Higher Education (OSHE), NJDOH and the CDC will be taken.

General Safeguarding



A subcommittee of the President's Task Force, along with the environmental safety officer, the director of Student Health Services, the director of Human Resources, the director of the Department of Public Safety/Police and the assistant vice president for Facilities and Campus Planning, was established to serve as the University's ongoing Health and Safety subcommittee. This subcommittee will help inform the Task Force and administration, will review implementation of the Restart Plan, and will review and advise as public

health conditions continue to evolve and additional information becomes available, so that the restart standards may be updated as appropriate.

► Cleaning and Sanitizing

1. All buildings are thoroughly cleaned and disinfected on a regular basis and custodial staff were trained on advanced disinfection practices, including enhanced and frequent disinfection of high-touch areas (e.g., door handles, bathroom fixtures, etc.).
2. Buildings that remained in use have continued to be maintained on cleaning and disinfecting schedules.

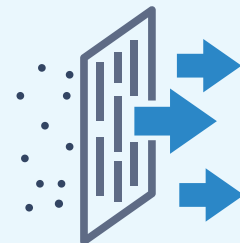
3. All HVAC and mechanical systems are being inspected regularly to confirm proper operation and air movement.
4. Air filters in all units have been upgraded to a MERV-11 level air filtration.
5. Outside air dampers have been opened to introduce additional fresh air to the system, and fans are running 24/7 to circulate and filter air more frequently.
6. UV light technology is being utilized for enhanced disinfecting of areas suspected of an exposure prior to introduction of the cleaning crew.
7. Hydrogen peroxide mobile units are ready and will be utilized in small areas where heavy air movement can occur in a brief amount of time. They can also be used in areas after illnesses have been reported to allow for additional disinfecting measures.
8. Hand sanitizing stations are located at all main entry and exit points in hallways and outside large capacity rooms.
9. Protective barriers (“sneeze guards”) have been installed in high-traffic reception and other customer service areas.
10. Office suites are equipped with spray bottles of disinfectant that does not require the use of safety glasses or gloves, along with paper towels, so that students/staff may clean their chosen space as needed.
11. “Cougar paw” decals have been placed on the floor six feet apart, where queuing may be required in buildings that traditionally draw high traffic.
12. Digital displays throughout campus are being used to promote signage and messages about safety.

13. Restrooms are cleaned and disinfected at least twice per day and are monitored during occupied times or as needed due to an incident requiring attention.
 - All sinks, floors and toilets are thoroughly cleaned and disinfected during each cleaning schedule.
 - All paper products and soap dispensers are replenished and waste is removed from receptacles.
 - All surfaces are wiped with a disinfectant solution.

CLEANED AND DISINFECTED SURFACES



IMPROVED HVAC AND AIR MOVEMENT USING MERV-11 FILTRATION



14. Door handles, stall locking mechanisms and mirrors are wiped down and disinfected on a cleaning schedule.
15. All restroom exhaust and ventilation fans were checked and are operational prior to staff arriving back on campus and will be re-inspected monthly.
16. CDC-approved signage with Kean branding has been installed in prominent locations in restrooms and entrances to promote proper hygiene practices.
17. Signs were added to the back of restroom doors with a hotline telephone number for housekeeping.
18. Cleaning logs are being maintained by the housekeeping unit.

➤ Face Coverings

1. Every person is required to wear a face covering, properly securing both mouth and nose, when inside a building or within six feet of another person anywhere on campus. The only exceptions are when a person is eating, drinking or working in a solo workspace. Careful attention to social distancing must be made when eating.
2. There are no exemptions to be on campus without a face covering. If you have a medical condition that prohibits the use of a mask, please contact the Office of Accessibility Services or Human Resources for the necessary remote work accommodations.
3. For those participating in on-campus labs, students will not be required to wear N95 masks, but will be required to wear masks. Faculty, students and staff in NJCSTM labs and main campus chemistry labs are required to wear lab coats, gloves, goggles and clothes covering their legs and feet. Some biology labs have similar requirements (e.g., anatomy labs).
4. Students participating in off-campus clinical field setting courses will be fit-tested and provided N95 respirators if required by the clinical site.



➤ Personal Protective Equipment and Cleaning Supplies

1. PPE supplies have been stocked and the environmental safety officer shall conduct inventory control checks and procedures periodically.

2. Automated Building Management (ABM) and Facilities will conduct weekly meetings to review the list of supplies on hand and on order, and track University usage. After these meetings, additional supply orders will be placed. Back-up supplies and distribution channels have been identified in the event that existing materials become unavailable or are held up in delivery.
3. The environmental safety officer will order as needed to ensure the University maintains adequate supplies over time.

➤ **Social Distancing Required at All Times**

1. Occupancy limits and social distancing must be followed at all times throughout campus.
2. In addition to required training described below, the University will employ a variety of methods to continuously remind those on campus of social-distancing protocols and sanitization practices. Signage is posted throughout the campus, including in classrooms, lobbies and all entranceways describing social-distancing requirements, face covering requirements and health protocols. “Stand here/Don’t stand here” decals and stickers are located in facilities throughout campus. Video messaging will be shared through social media channels and email throughout the Fall semester, and the campus alert system will be utilized if an emergency situation arises.
3. Directors at every level on campus will remind their staff members regularly of health protocols, and such messaging will be reinforced in regularly scheduled meetings of the Deans Council, the Executive Leadership Team, Student Government, etc.



➤ **Training Students, Faculty and Staff on COVID-19 Sanitization and Social-Distancing Practices and Protocols**

1. An Information Training Guide for all community members was developed by the Health and Safety subcommittee of the President’s Task Force.
2. All students, faculty and staff are required to complete a training on COVID-19 protocols, including sanitization, social distancing and use of the CampusClear system in the event they return to campus for classes, work, etc. A copy of this training currently being used for staff and faculty is attached [Addendum 1](#). The training includes an attestation form that states the employee or student has reviewed the training and

understands its contents. The form must be completed online and is automatically sent to the appropriate office, such as Student Health Services or Human Resources. Human Resources is tracking completions and makes notifications to employees who have not completed the training that they must do so.

For the Fall 2020 semester, the training requirement was communicated and distributed in cycles connected to specific return to campus dates, i.e., senior managers were notified in late June and required to complete prior to their July 13 return; directors and 12-month lecturers were notified in early July and required to complete prior to their return in early August. All 10-month faculty were notified the last week of August to complete prior to the start of the Fall semester on September 1.

Adjuncts were notified of the training and required to complete it prior to the transition to hybrid courses on September 21. Faculty and adjuncts who taught in the few lab and clinical courses that started in-person instruction on September 1 were contacted individually and required to complete the training and to submit the attestation prior to September 1. Students were notified before their return to campus. This training is being updated and will be distributed again for the Spring 2021 semester.

- In addition to this training, all students and employees have been directed to download onto their mobile device a new screening app, CampusClear, developed by university researchers and designed to alert individuals to potential warning signs of COVID-19. All persons are required to complete their daily self-screening protocols in advance of arriving on campus each day. Employees must share their cleared status with their supervisor prior to coming on campus. Residential students' cleared status will be checked by Residential Student Services staff and professors will check students entering in-person class sessions.



3. Custodial staff members were trained on advanced disinfection practices, including enhanced and frequent disinfection of high-touch areas, and continue to participate in other relevant training at regular intervals.
4. Bus drivers were trained on the disinfecting methods for common touch points and high-risk areas. A checklist is utilized and marked during each shift for drivers to ensure consistency and effectiveness of cleaning. They were also informed of capacity limitations and social-distancing requirements.
5. All police officers/security guards on campus have received additional training from the director of the Office of Environmental Health and Safety specific to COVID-19 protocols and safety.

6. Potential outbreak/ill person protocols are in place with Kean's Environmental Health and Safety office for response per CDC guidelines.
7. Any faculty/staff member experiencing symptoms of COVID-19 must remain off campus and notify their manager (monitored daily using the CampusClear app).
8. If any person tests positive for COVID-19, Student Health Services or Human Resources shall be notified immediately so that contact tracing can commence.

➤ Building Flow

The Office of Facilities and Campus Planning (OFCP) has conducted a review of all campus facilities, identifying all entrances and exits for campus buildings. One-way flow traffic will be utilized wherever it is possible in a majority of buildings on campus, while still allowing the University to remain in compliance with fire codes and safety requirements. Additionally, OFCP designated stairwells as up only and down only with emergency egress per fire code in a majority of campus buildings.

Screening, Testing and Contact-Tracing Protocols

Kean University continues its strategy of screening, testing and contact tracing in an effort to ensure the safety and well-being of the entire campus community. In addition to the measures referenced in general safeguards, the University not only will continue its unique partnership



with the County of Union, but also has expanded this partnership to include on-site testing of the county's nasopharyngeal samples in a federally and state-certified laboratory located in the STEM building. This new component of our efforts to combat the spread of the coronavirus reduces wait times for test results to under 48 hours. Additionally, for the Spring semester, the University will directly administer the weekly testing of all residential students, as well as the testing of all

student athletes on a routine basis following guidelines established by the NCAA.

Taken together, these procedures comply with the guidance provided by the State of New Jersey's Office of the Secretary of Higher Education and are in line with applicable state and federal privacy statutes and regulations.

Throughout the pandemic, the University's health officer, environmental safety officer and director of Human Resources have logged all known cases of COVID-19 among students and employees, respectively, and conducted contact tracing of such individuals in cooperation with the local health departments in Union Township and Hillside; local health departments located in the hometowns of students and employees with positive test results; and the County of Union Health Department. The University continues to enhance and expand these protocols, including the use of partnering for contact tracing with the County of Union and the testing center the county operates on Kean's campus.

Screening measures are communicated to the campus community via mandatory training, email blasts and the University's restart website and supplemented with social media posts. A refresh of all training activities is planned for all employees, students and visitors prior to March 1, 2021, when employees will begin their return to campus.

Overall, the University's efforts in these areas will be guided by the following basic principles:

- All persons—students, faculty, employees, visitors, etc.—who exhibit symptoms of the virus will be told to stay home and self-quarantine; residential students unable to leave campus will be housed in Rogers Hall, a residence hall designated for isolation.
- In cooperation with the County of Union, all University community members will have access to on-campus COVID-19 testing located in Kean's Vaughn-Eames parking lots. Test swabs will be processed in Kean University's laboratory, and community members will receive their results in less than 48 hours.
- A team of at least 20 University personnel, working in conjunction with an extensive team of Union County contact tracers, will conduct contact tracing for any positive cases in the University community.

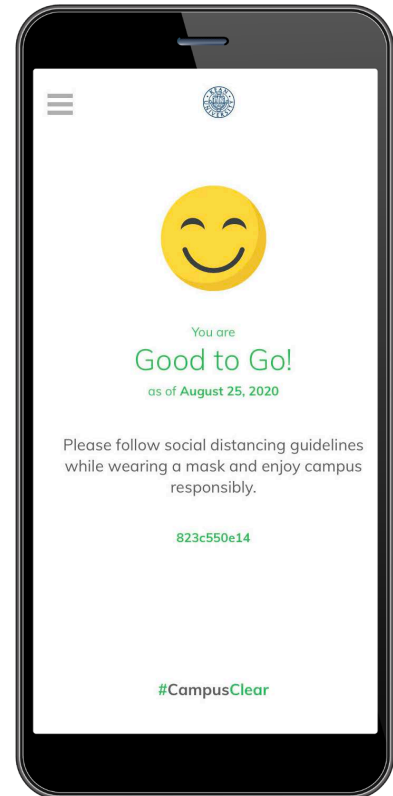
Screening Measures and Communication

Preventing infected individuals from visiting campus is a critical factor in reducing the spread of COVID-19. Kean University is using a combination of digital self-screening tools and on-site testing to ensure campus constituents are monitoring both their potential exposure to the virus and possible symptoms. These tools will help the University identify persons who may have been in contact with persons diagnosed with COVID-19; persons experiencing symptoms consistent with COVID-19; as well as persons who have traveled to areas both in the United States and abroad that have been identified as COVID-19 hotspots.

All persons visiting campus are required to complete a daily self-screening in advance of arriving on campus each day. Upon completion of a comprehensive training presentation all

students and employees are directed to download onto their mobile device the screening app, CampusClear, developed by university researchers and designed to alert individuals to potential warning signs of COVID-19 (visit www.campusclear.com). Based on the safety screening rules defined in the app, users are advised whether or not they are permitted to come to campus. University officials, meanwhile, can monitor the database on a daily basis to identify patterns of illness and trace contacts. How it works:

- University stakeholders are advised to download the app or access the web-based option.
- Students, faculty and employees authenticate the app using their kean.edu email addresses.
- Individuals self-screen each day before arriving on campus. Users are asked, “How are you feeling?” and are presented with a list of potential symptoms to choose from, if they do not choose the “no symptoms” option. Users are also asked to indicate whether they have been in close contact with someone who tested positive for COVID-19.
- Based on their answers to the self-screening survey, individuals receive an appropriate response (i.e., “All clear, welcome to campus”; “Please stay home”; “Please seek medical attention”).
- If the self-assessment results do not clear the employee to travel to campus, the employee should inform his/her supervisor using the same procedure in which they advise of taking a sick day/sick leave. The University Health Officer or appropriate Human Resources personnel may at times reach out to individuals to discuss their survey results.
- All employees must submit a screenshot of their CampusClear results to their supervisor prior to coming to campus.
- If a residential student is not cleared for campus, the student should self-quarantine in their room and contact Student Health Services. Commuter students in the same situation should remain off-campus and contact their healthcare provider for guidance.
- Data collected via the CampusClear app is kept confidential and only appropriate University personnel from Human Resources, Environmental Health and Safety and Student Health Services have access to the results. These real-time results will not only provide the University with guidance as it pertains to individuals, but also provide actionable information on trends to utilize in contact tracing or to adjust operating policies.

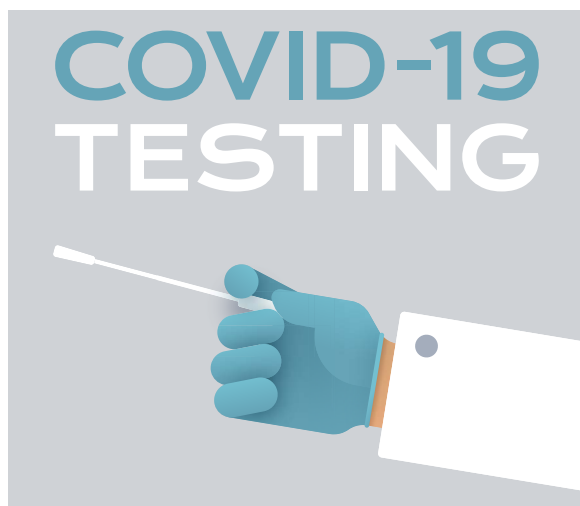


- Data collected through screening for the purpose of protecting the campus community shall not be disclosed beyond the above identified offices except as required to protect the public health by the New Jersey Department of Health or applicable laws.

Additionally, for large-scale events that take place in compliance with the governor's executive orders, such as commencement ceremonies, non-contact temperature screening of all participants will take place upon entry to campus prior to exiting vehicles. Any persons with temperatures in excess of 100.4F will be directed to exit campus without ever exiting their vehicle.

➤ Testing Protocol

The University makes testing available to the campus community through the Union County COVID-19 Testing Center located on campus. Registration for testing is available to all Kean community members on the county's testing website by selecting "Kean University" in the drop-down menu when requesting an appointment. Test swabs from the site are now processed in Kean University's CLIA certified lab, located in the STEM building, and results are now available within 48 hours of testing. The University, in cooperation with the county, also has implemented a protocol for same-day symptomatic testing as well as the testing of close contacts. This partnership allows the University to access the testing center on a regular basis regardless of an individual's residence and without the need for a prescription.



The University requires the testing of all residential students and employees who live in the residence halls prior to their arrival on campus and, starting in January 2021, will administer testing of residential students and associated support staff on a weekly basis. Students who test positive for COVID-19 will be temporarily relocated to Rogers Hall, where they must remain in isolation for an additional 10 days per CDC guidelines. Then they must be medically cleared by Student Health Services before returning to campus activities.

The Division of Student Affairs will test all resident students on a weekly basis during the Spring semester. The tests will be administered over two days for each testing period, Wednesdays and Thursdays, and students would have to make an appointment during a two-hour block (for example: 9-11 a.m., 11 a.m.-1 p.m., 1-3 p.m., 3-5 p.m.)

The following is a tentative schedule:

Testing Schedule

TESTING DATES	January	6, 7, 13, 14, 20, 21, 27, 28
	February	3, 4, 10, 11, 17, 18, 24, 25
	March	3, 4, 10, 11, 17, 18, 24, 25, 31
	April	1, 7, 8, 14, 15, 21, 22, 28, 29
	May	5, 6

Location

Residential student testing will take place primarily in the Upperclassman Hall—Dining Hall area, until such time as testing can be scheduled outdoors in good weather. The site allows for sufficient physical space to conduct the tests for students who live on campus.

Processing and Tracking

Card readers will be utilized to swipe students at the testing location and to track which students tested during that specific period. Staff from Residential Student Services and Student Health Services will supervise the scheduling process and will administer testing on the testing dates. Tests results are provided directly to students and to Student Health Services, usually within 48 hours of testing.

The University will also continue to undertake random, voluntary testing for the campus community, including both students and employees, throughout the Spring semester as a way to monitor the overall health of the campus community. The University encourages all administrative employees who are returning to campus to get tested regularly at the on-campus site. Employees who test positive for COVID-19 must report the result to the Office of Human Resources and remain off campus. Following a positive test result, employees must present a doctor's note or fitness for duty certification to Human Resources before returning to work.

Additionally, the University continues to review the feasibility and the efficacy of instituting mandatory testing for all employees who will be working on campus (rather than remotely) during the Spring academic semester. Determining factors include final data on how many employees will file for and receive permission to continue to work remotely due to high-risk factors.

In cases of positive test results, the University has established procedures for notifying the local health department, the County of Union Health Department and, where necessary, the health departments of the community in which a person with a positive test result resides.

➤ **Housing and Transportation of Exposed and Ill Students, and Timely Reporting While Maintaining Confidentiality**

All persons—students, faculty, employees, visitors, etc.—who exhibit symptoms of the virus will be told to stay home and self-quarantine; residential students will be housed in Rogers Hall, a residence hall designated for isolation and quarantine.

Transportation to necessary appointments for students who are ill will be arranged through a service by Student Health Services or by Department of Public Safety/Police representatives. The University has identified a designated fleet to serve this purpose. Department of Public Safety/Police officers are provided with proper PPE to drive the vehicle with the student in the back seat.

Procedures

1. A positive case will be identified either by direct lab results sent to Student Health Services (SHS), the COVID-19 reporting tool, an individual or family member calling SHS, or a notification from the Department of Health.
2. The Case Investigation and Contact Tracing Lead (LEAD) or High-Risk Medical Monitor (MONITOR), will conduct the initial case investigation or assign it to a designated case investigator. This should take place ASAP, no later than 24 hours from the report time. The assigned case investigator will follow and complete the “Case Interview form” and complete the “Locations Visited worksheet” and the “Contact List worksheet” and “Case Call log.”
3. The LEAD will review contact information received from the case and assign contact-tracing assignments based on case volume, language of preference and special interest (e.g., athletics, RSS, etc.).
4. The contact tracer will follow and complete the “Contact Interview form” and “Contact Call log” and email or fax these logs daily to the MONITOR at rmansfie@kean.edu and MONITOR at jhenson@kean.edu or fax: (908) 737-4894.
5. All cases must be followed by the LEAD or MONITOR or designated staff every one to three days for health and safety needs and to assure self-isolation procedures are being followed. These calls are documented on the “Case Call log” (frequency of follow-up will be determined by the MONITOR).

6. All contacts must be followed up by the assigned contact tracer every one to three days for health and safety needs and to assure quarantine procedures are being followed.
 - If the contact begins to show symptoms, they become a case and must be reported to the LEAD or MONITOR for a new case interview.
7. All identified cases must be reported to the Department of Health from where they reside. Residential students will be reported to Union Township unless they have returned home. In situations where the student returned home, the University will consult with the Union Township Health Department to determine who has jurisdiction on the case.
8. All contacts and cases will be notified that the New Jersey Department of Health (NJDOH) may also be contacting them. When the NJDOH begins its surveillance, the LEAD and MONITOR will determine how much follow-up is required from the Kean Contact Tracing Team. Duplication of calls creates caller fatigue for the case or contact and may result in poor cooperation. The LEAD and MONITOR will work with each local health department to determine the ongoing follow-up.
9. Students may not resume campus activities until they complete their self-isolation (in consultation with SHS), or their quarantine period.

Plan to Log Students, Faculty and Staff to Support Contact Tracing

The University's contact tracers efforts are focused on identifying members of the campus community who may have come in contact with an infected person for extended periods of time. This will be accomplished using a combination of data collected through the CampusClear screening app, Wi-Fi access data that can identify places on campus visited by an individual, and basic information such as course schedules, assignments and, if needed, campus security footage.

Student Health Services serves as the lead unit in coordination with Human Resources and the Office of Environmental Health and Safety to plan, implement and manage Kean's contact-tracing program. This unit is responsible for activating tracing protocols and, in cooperation with the County of Union Health Department, identifying and training a substantial team of contact tracers responsible for helping to identify persons who may have come into contact with an infected person and collecting further information about these contacts.

Contact tracers are trained to communicate with Kean University students or employees who have either tested positive for COVID-19 or have a potential contact with someone who tested positive. The contact tracer locates, counsels and refers persons under investigation to appropriate testing resources or self-isolation and quarantine recommendations. The contact

tracer may also conduct active or passive surveillance of individuals under self-isolation or quarantine. The contact tracer functions as an agent of Kean University working in collaboration with the local health department.

The role of the contact tracer at Kean University will be to complete the following tasks:

- Establish contact and rapport with persons who are confirmed positive for COVID-19.
- Call those identified as having close, on-campus contact with the infected individual and notify them of their possible exposure.
- Provide resources and support to infected individuals and explain isolation guidelines.
- Provide resources and support to the contacts and explain quarantine guidelines.
- Support the isolation or quarantine of student cases or contacts who live in University housing.
- Help ensure the safe, sustainable and effective isolation or quarantine of cases and contacts to prevent additional transmission.
- Keep details of all interactions confidential as per contact-tracing protocol.
- Use digital tools as appropriate. Adoption and evaluation of digital tools may expand reach and efficacy of contact tracers. Final decisions on these tools are pending.

In the case of students who need diagnosis, the contact tracer works with Student Health Services to ensure that testing takes place. In the case of an employee in need of diagnosis, the contact tracer, in collaboration with the director of Student Health Services, will refer the employee to Human Resources for appropriate follow-up. The University's contact tracers must complete the following coursework and agreements before undertaking the assignment:

- Online Johns Hopkins University Contact Tracing Course, including submission of the certificate of completion to: rmansfield@kean.edu. This training is free and can be taken anytime, typically requiring two to four hours to complete.
- New Jersey DOH requirement to become a contact tracer using the module for Making Contact: A Training for COVID-19 Contact Tracers.
- CDC HIPAA training course ADH HIPAA Privacy and Security Training
- CDC HIPAA Awareness course HIPAA Awareness
- A non-disclosure agreement
- Student Health Services (SHS) training on Contact Tracing for Kean University
- The final training step is to participate on a call with the director or associate director of SHS to complete a contact investigation.

The director or associate director of Student Health Services will assign cases to contact tracers based on campus affiliation and tracer rotation. All appropriate health officials in the locality and the county will be advised of, and invited to participate in, the University's contact-tracing efforts.

Vaccinations

In early January, the County of Union opened a COVID-19 vaccination site on the Kean University campus in Downs Hall. The vaccination site operates under guidelines provided by the federal and state governments; the county directly manages access to the vaccine based on the tier system designed by state and federal officials. As such, the vaccine site is open to members of the Kean University community who meet the tier system guidelines and are residents of Union County. Registration for the vaccine is managed through the County of Union website.

The vaccination center, in compliance with state and federal guidelines, already has provided vaccinations to Kean University's health care workers, including those who administer weekly COVID-19 tests for resident students and student athletes. Additionally, employees, faculty and students working in the University's new certified laboratory for COVID-19 testing are being vaccinated at the county site.

The University is working closely with County of Union officials to develop a plan that ultimately would expand access to the entire campus community at the appropriate time. Currently, access is limited based on availability of the vaccine, residence and the tier structure.



CRITICAL AREAS OF OPERATION

For each of the following critical areas of operation, protocols and procedures are organized according to the three stages established in New Jersey's *The Road Back* plan unveiled by Governor Phil Murphy on May 18, 2020.

INSTRUCTION

STAGE 1	STAGE 2	STAGE 3
Remote, online learning only.	<p>In-person instruction with reduced capacity and safeguards in compliance with all applicable executive orders.</p> <p>High-contact courses, such as theater and dance, subject to additional safeguards.</p> <p>Students are permitted to participate virtually to the full extent possible.</p>	<p>In-person instruction with reduced capacity and safeguards in compliance with all applicable executive orders.</p> <p>High-contact courses, such as theater and dance, subject to additional safeguards.</p> <p>Students are permitted to participate virtually to the full extent possible.</p>
All courses now loaded into Blackboard to ensure a seamless transition should New Jersey return to stage 1, or in the event that Kean University must return to remote instruction based on local circumstances.	<p>Health screenings, enhanced health and safety measures (such as face coverings, social distancing, limited capacity in classrooms), and enhanced cleaning and disinfection procedures across campus.</p>	<p>Enhanced health and safety measures (such as face coverings, social distancing, limited capacity in classrooms) and enhanced cleaning and disinfection procedures in place across campus.</p> <p>Health screenings continue as needed.</p>

Kean University resumed classes for the Spring 2021 semester entirely remote on Tuesday, January 19, 2021. On Monday, March 1, the University will enter a face-to-face and hybrid phase that will add on-campus instruction to about 20 percent of courses. There is no spring break scheduled for 2021. The semester will end on Wednesday, May 5 with commencement ceremonies beginning on Wednesday, May 12.

STAGE 1

All courses are offered remotely during stage 1. No in-person instruction is permitted. All courses have been converted to ensure effective instruction for remote learning and to meet quality standards established by Kean University's School of Online Education, using the Blackboard Learning Management System (Blackboard). Faculty received training to provide instruction via Blackboard.

The University is prepared to shift to 100 percent remote instruction again if New Jersey returns to stage 1 or the campus is closed on the advice of local health officials based on local conditions.

STAGE 2

A. The University will be offering four different types of courses for the Spring 2021 semester but ALL courses, other than clinical courses in Athletic Training, Occupational Therapy and Physical Therapy, will be offered remotely for the first six weeks of the semester. The registrar's scheduling unit schedules classes and maintains which classes will be taught face-to-face, online and hybrid in its master schedule. Following are the four types of courses as has been defined for faculty and students during the Spring 2021 semester:

Face-to-Face (F2F)

These laboratories, clinicals and hands-on learning courses will be delivered predominantly on campus with some resources augmented by the Blackboard Learning Management System. Most classes will meet face-to-face during the normally scheduled days and times (with few exceptions).

Hybrid

These courses will alternate between F2F and online sessions. While the number of overall class meetings will be the same, there will be fewer in-person course meetings compared to remote sessions. Blackboard will be used to supplement the F2F instruction and coordinate any remote instruction. Students should expect to access course content during regularly scheduled class days and times either in person or remotely (synchronously).

Remote

These courses are provided 100 percent remote using Blackboard. No on-site class meetings will be scheduled. Students should expect mostly synchronous instruction, meaning students will regularly log in to Blackboard to access instruction and activities happening on the scheduled course days and times. Additional activities posted to Blackboard will be used to supplement the instruction.

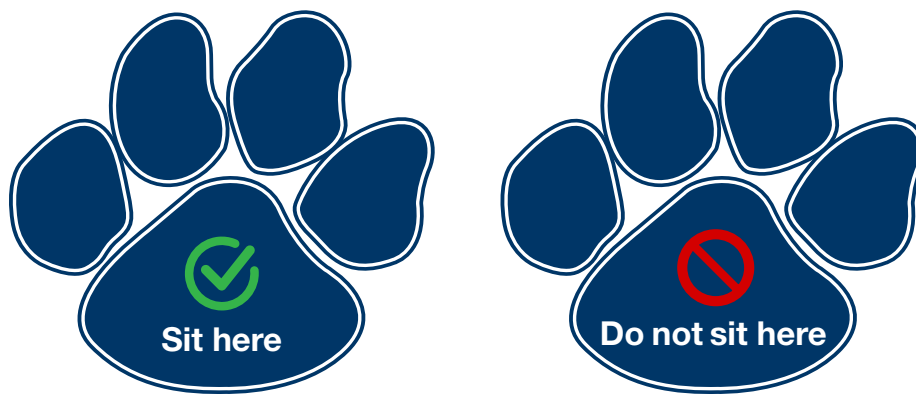
ONL (Kean Online)

These courses are designed and offered via Kean Online. They are offered asynchronously using Blackboard and do not have specific meeting days and times. Our ONL courses are very structured and have specific schedules for each unit. Courses are constructed to allow maximum flexibility for students to be able to complete class activities across a number of days, at any time. Most ONL courses are offered over an eight-week schedule (there are exceptions).

B. For any on-campus instruction, safety precaution measures for the classroom include:

- All faculty and students will be required to wear masks at all times. If an individual does not have a mask, one will be provided by the University. Signs have been placed on the doors to each campus building, in classrooms and in other key locations stating that masks must be worn at all times and six feet of social distancing followed at all times. Signs have been posted in each campus building and across campus advising people to monitor for COVID-19 symptoms and if they are experiencing symptoms, to return home and self-isolate for the next 14 days.
- Faculty scheduled to teach in person will sign an acknowledgment that they have been informed of and will adhere to all safety protocols before March 1.
- Faculty teaching in person will be provided extra masks to carry in case someone needs a new one for any reason while in class.
- Laboratories, studios and so forth will be scheduled in cohorts to minimize transition of students and turnover of classroom spaces.
- All persons returning to campus will be required to complete their daily self-screening protocols using the CampusClear app.
- All faculty, staff and students are required to complete the return to campus health and safety training program prior to their first day back to campus.
- Work surfaces will be cleaned and disinfected with a registered product for use against COVID-19. In addition, high-touch surfaces will be cleaned frequently.

- Disinfectant spray with paper towels will be readily available for use by faculty and students in each of the classrooms.
- Campus classrooms and all facilities have been evaluated based on the Center for Disease Control (CDC) recommendation for six feet of social distancing, and the maximum number of occupants for every space on campus has been determined. The University is using “Sit here” and “Don’t sit here” markings, along with rearranging classroom furniture to ensure that six feet of social distancing occurs in all classrooms.
- Attached [Addendum 2](#) excel sheet includes an example of all room capacity guidelines based on social distancing for the University. Attached [Addendum 3](#) is an example of reduced capacity classroom layouts that will be used across campus with “Sit here” and “Don’t sit here” markings.



- All room capacities will be clearly displayed on the exterior of each classroom entryway.

C. Faculty, Staff and Student Accommodations:

Kean University will accommodate faculty and students who are immunocompromised, or are deemed to be at high-risk for COVID-19, or have received a positive diagnosis of COVID-19.

All employees have received a communication indicating the option to seek temporary telecommuting accommodations due to specific health or childcare issues, including the health risk of a person with whom the employee resides. Employees must fill out a request form for review by Human Resources and their supervisor. It must be submitted with the appropriate medical certification or documentation verifying school or childcare closing within five business days of submitting their request. Employees may submit a revised request form at a later date, or edit submissions, as circumstances change regarding K-12 schools and childcare facilities as well as family health status.

For those who are able to return to campus, Kean University is implementing staggered schedules for the purposes of density reduction throughout departments and work areas. Under this plan, most employees who return to campus will work approximately 50 percent of the workweek on campus and 50 percent remotely.

Human Resources is working with employees and their supervisors to find effective accommodations within Kean workspaces as well as develop productive temporary telecommuting arrangements when possible. Assigned duties may vary from employees' typical job responsibilities to ensure that we continue serving our students effectively during this time.

To accommodate students, all deans and instructors have been advised to employ high flexibility for students who need to access their education remotely. The first six weeks of the Spring 2021 semester will be delivered exclusively via remote education and will allow each faculty member to establish rapport with the students in each course and to establish expectations, organization and strategies for the course for both remote and face-to-face learning.

As nearly all courses for Spring 2021 were developed using Blackboard, if a faculty member is unavailable for a period of time, a new instructor would be able to continue with the course as developed.

STAGE 3

Most safeguards continue as in stage 2. Some restrictions may be lifted, as appropriate, remaining in compliance with all applicable executive orders and state-established restrictions.

ON-CAMPUS RESIDENTIAL HOUSING

STAGE 1	STAGE 2	STAGE 3
Students vacate residence halls and remain off campus.	Residence halls operate at 50 percent capacity.	Residence halls continue to operate at reduced capacity in compliance with all applicable executive orders.
	No visitors allowed in residence halls.	Visitors may be permitted on a limited basis, subject to enhanced health and safety precautions, if deemed safe and in compliance with state-established restrictions.
	Common areas closed in all residence halls.	Common areas may be open with social distancing if deemed safe and in compliance with state-established restrictions.
Exceptions may be made for students who are not able to return to an alternate.	Students for whom residential housing is necessary for an equitable education are prioritized.	Students for whom residential housing is necessary for an equitable education are prioritized.
	Specific residence hall(s) designated for students who must quarantine or isolate.	Specific residence hall(s) designated for students who must quarantine or isolate.

STAGE 1

All students advised to vacate residence halls for health and safety reasons. Senior Residential Student Services staff process hardship requests and may approve a small number of students to continue living on campus. Nearly all residence halls remain closed during stage 1.

STAGE 2

A. General Standards and Expectations

- Kean University is operating its residence halls at 50 percent capacity for the upcoming academic year. We currently have arranged for 1,186 beds to be available for resident students, compared to our regular capacity of 2,358.
- Residential Student Services has taken many factors into consideration when determining who receives a housing assignment, including students' distance from home to campus, housing insecurity concerns and the date of students' applications.
- Residential Student Services has closed many common spaces in residence halls, including the community kitchens. The following remain open on a limited basis:
 - Common lounges (seating has been arranged to comply with social distancing guidelines)
 - Laundry room (students must schedule appointments)
 - Community kitchens (students must schedule appointments)
 - Cougar Hall Business Center (limited spaces available)
- In the shared/common areas that remain open, signage has been placed to remind residents of safety measures that should be taken when using these spaces. These areas will be cleaned at regular intervals during the day by maintenance staff to ensure cleanliness.



- The residence halls on campus have their own maintenance staff and schedules have been created that include daily cleanings (with some common areas being cleaned multiple times per day). Kean does not have any communal bathrooms in the residence halls.
- Signs have been posted in each campus building and across campus advising people to watch and monitor for COVID-19 symptoms and if they are experiencing symptoms, to contact Student Health Services immediately.
- All persons returning to campus will be required to complete their daily self-screening protocols using the CampusClear app.
- All faculty, staff and students are required to complete a return to campus health and safety training program prior to their first day back to campus.
- Kean University has implemented a no-visitor policy in all residence halls. The policy will be enforced by Campus Police and Public Safety and Residential Student Services staff.
- Kean has dedicated one residence hall (Rogers Hall) to serve as our isolation housing on campus. Rogers Hall has space to safely accommodate students if they test positive for COVID-19. Each student will be in their own single room with a bathroom that connects to another room so that two individuals could share one bathroom. Only COVID-19 positive students would reside in Rogers Hall.

B. Isolation and Quarantine

The [CDC defines isolation and quarantine as follows:](#)

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

The following are Kean's protocols for isolation and quarantine:

- Students must isolate if they:
 - test positive for COVID-19; or
 - are presumed positive with symptoms of the virus and are awaiting test results
- Students must quarantine if they:
 - are not sick, but have had close contact with someone who is positive or presumed positive for COVID-19

- “close contact” is defined as someone who was within six feet of an infected person for a total of 15 minutes or more over a 24-hour period, starting from two days prior to onset of symptoms or a positive COVID-19 test

What you need to do if you are isolated or quarantined:

- Remain in your assigned self-isolation or quarantine room. Under no circumstances should you leave your assigned room unless you are seeking medical care or there is an emergency.
- Students who test positive will be placed in a private room in Rogers Hall for the duration of their illness.
- Suitemates who are not positive but with the same exposure risk factors can quarantine together but should practice social distancing within the suite.
- No visitors, even from within the same building, are allowed in your room or suite.
- Keep track of your symptoms. Check your temperature twice a day and record the result. Report to Student Health Services any new onset of fever (temperature over 100.3F or 38C) or increasing temperature. Keep a daily health log of any other symptoms you may have.
- If you do not have a thermometer or over-the-counter medications, notify Student Health Services, and they will supply these items. (All rooms in Rogers Hall will be supplied with thermometers.)
- Seek medical care if you are having a change in symptoms or worsening symptoms. If you are having life-threatening symptoms such as trouble breathing, persistent pain or pressure in the chest, inability to stay awake, bluish lips or face or any symptom that causes you alarm, call 911 to reach campus police and emergency response. Tell them that you are in self-isolation or quarantine for COVID-19. For non-emergent concerns, you may call Student Health Services at [\(908\) 737-4880](tel:9087374880) during established hours of operation.
- Get rest and stay hydrated.
- Take over-the-counter medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil) for fever reduction or body aches.
- If you need to leave your room to seek medical care, you must wear a face mask.
- Any other reason to leave your room must be cleared by Residence Life or Student Health Services. Laundry must be scheduled to avoid contact with others.
- Wash your hands often (20 seconds with soap and water), especially after blowing your nose, coughing, sneezing, going to the bathroom and before eating. If soap and water are not available, use hand sanitizer with at least 60 percent alcohol. This is particularly important for those quarantining with a suitemate.

- Clean “high-touch” surfaces such as countertops, tabletops, door knobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables every day. This is particularly important for those quarantining with a suitemate.
- Weather permitting, you are allowed to periodically keep a window open for ventilation and fresh air.

Resources for Students Isolating or Quarantining

➤ **Food** - Arrangements will be made with Gourmet Dining Services to provide appropriate healthy meals to students in either quarantine or isolation. Students in isolation housing will be provided bottled water, crackers, ginger ale, broth based soups, applesauce, etc. RSS will coordinate with Gourmet Dining to provide delivery of meals.

➤ **Laundry** - Schedules and arrangements will be made for laundry needs of students in quarantine/isolation. When needed, separate times may be scheduled to reduce interaction with others.

➤ **Garbage Pickup** - Arrangements will be made by RSS staff to dispose of trash properly.

➤ **Medical Supplies** - If you need any medical supplies such as thermometer or medications, notify Student Health Services, and they will arrange for delivery to your room.

➤ **Cleaning Supplies** - Cleaning supplies will be provided as needed for students with quarantine or isolation status. All rooms in Rogers Hall are cleaned and disinfected before and after a student is assigned to a room.

➤ **Academic Support** - The Office of Vice President of Student Affairs will be notified when a student enters isolation housing so that the necessary academic support can be provided.

➤ **Collection of Personal Items** - Students will be escorted to their rooms to pick up belongings such as:

- Medication
- Cell phone charger
- Clothing for two weeks
- Bed linen, towels, toiletries
- Books and laptop
- Eyeglasses, contact lenses

Medical Follow-up for Students in Isolation

- Student Health Services (SHS) will contact the student every day that they are in isolation, including the weekend, either by telephone or a Zoom video conference. SHS staff will review temperature log and symptoms and the general welfare of the student and will make any health-related recommendations or referrals to other services such as counseling.
- A call log will be maintained for general non-medical documentation to verify that daily contact was made, as required by contact-tracing protocol. In addition, a note will be placed in the student's medical record, which is HIPAA protected.
- Students will be provided with a thermometer, if they do not have one, and any medications they might need related to COVID-19. This would include, but not limited to, fever reducing medications and cough relief medications.
- Students will check their temperature at least twice a day and more often if they feel a change in symptoms. They will be instructed to keep track of their temperature and symptoms to report to the health care provider.
- A temperature over 100.3F and rising must be evaluated by the SHS provider. Students in isolation will be instructed to report a rising temperature to SHS directly or after hours, RSS staff who will in turn contact campus police.
- Students in isolation should call 911 to reach campus police and emergency response directly if they are experiencing any life-threatening symptoms such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake, bluish lips or face or any symptom that causes alarm. The student should inform them that they are in self-isolation or quarantine for COVID-19.
- SHS will determine when the student will be permitted to leave isolation.
- Non-symptomatic students who are in quarantine will also be instructed to monitor their temperature and symptoms. If they need a thermometer, SHS will supply them with one.
- A member of the contact-tracing team will follow up with them every three days to check on their health and welfare. If students begin to show symptoms, they will be instructed to contact SHS. They will be assessed and if suspected of having COVID-19, will be tested and/or moved to Rogers Hall for isolation procedures.
- All calls to the quarantined students will be logged on a spreadsheet as part of the contact-tracing protocol.

Communication to Students in Isolation Housing

- **Case Manager** - This person will reach out to you at least every two to three days. They will check on how you are doing, provide support and see if you need any additional resources.
- **Residential Student Services (RSS) staff** - Members of the RSS staff Residence Hall Director (RHD) on-duty and Resident Assistants (RAs) will communicate with you at least twice per day.
- **Counseling Center** - A member of the Counseling Center staff will be assigned to you and will check-in with you daily.
- **Student Health Services** - A medical provider from Student Health Services will reach out to students daily to monitor their health and provide support.
- **Emergency Contact** - Emergency contacts will be informed of your status if you complete the HIPAA/FERPA form or if there is a medical emergency.
- **Student Reporting Tool** - Utilization of CampusClear app to track daily student symptoms.

Residential Student Services Hours and Contact Information

Residential Student Services has staff available 24-hours a day, 365 days a year. Staff can be contacted via the security office in the respective building where the student lives or by contacting campus police at (908) 737-4880.

For general housing questions you may email reslife@kean.edu. Overall COVID-19 concerns you may email Denis Castanon, Director at castande@kean.edu. Regarding testing, isolation, quarantine and meals for students in isolation or quarantine, please email Punit Patel, Managing Assistant Manager at pupatel@kean.edu. Assignment and billing questions you may email Daniel Snyder, Managing Assistant Director at snyder@kean.edu. Facilities questions you may email David Justice, Managing Assistant Director at djustice@kean.edu.

Residential Student Services has worked with several departments in the University to create as many social, educational programs both in-person and virtually for all our students. All programs scheduled for the upcoming semester can be found in CougarLink at kean.campuslabs.com/engage/

Student Health Services Hours and Contact Information

Student Health Services (SHS) is available for your medical needs. Call them at (908) 737-4880.

SHS HOURS	Monday, Thursday & Friday	9 a.m. to 5 p.m.
	Tuesday and Wednesday	9 a.m. to 7 p.m.
	Saturday and Sunday	10 a.m. to 2 p.m.

You may email general questions to hsnurses@kean.edu.

You may also email the director Robin Mansfield, APN at rmansfie@kean.edu or associate director Joseph Henson, APN at jhenson@kean.edu.

STAGE 3

Residence halls will continue to operate at reduced capacity with health and safety precautions in place, including social distancing and enhanced cleaning and disinfection. Students for whom residential housing is necessary for an equitable education are prioritized for placement.

Specific residence hall(s) continue to be designated for students who must quarantine or isolate.

Visitors may be permitted on a limited basis subject to enhanced health and safety precautions. Any visitors must be monitored to facilitate contact tracing. Common areas may be opened with social distancing and safeguards, such as revised room configurations, if deemed safe based on local conditions and in compliance with all relevant executive orders and state-established restrictions.

LIBRARIES AND COMPUTER LABS

STAGE 1	STAGE 2	STAGE 3
Libraries and computer labs remain closed.	Social distancing and enhanced cleaning protocols.	Social distancing and enhanced cleaning protocols.
No library items loaned.	Modified procedures for loaned items.	Modified procedures for loaned items.

STAGE 1

Libraries and computer labs remain physically closed. Digital resources remain available online for students, faculty and staff. The University offers extensive electronic resources, including Open Educational Resources and e-books, which are available with 24/7 live chat support.



The library faculty from the Nancy Thompson Learning Commons (NTLC) established protocols for high-touch materials such as physical books and laptops. An online form enables patrons to check out physical books and materials. Books and other items are retrieved by NTLC staff for pick-up with instructions for use and return of all materials accessed by patrons. While the building is closed, the outdoor book return is used for the return of items. Returned items will be held for a minimum of 48-72 hours (quarantine) prior to their next use. The same principles will apply to interlibrary loan materials. Physical reading reserve materials (for

courses) continue to be suspended (multiple touch) with digital resource use recommended as an alternative.

A laptop loaner program is available through the Office of Computer Information Services (OCIS) to ensure that all students can access course materials and online resources, engage with faculty, and take advantage of academic and social-emotional support. Student laptop requests for loaner laptops and assistance accessing the internet are routed through the Student Affairs division via a Google form. Once a laptop request is processed, the information is provided to OCIS and a loaner laptop is assigned. Students can pick up their device with OCIS, or it will be shipped directly to the student. Information about free and reduced price internet access is available for all students on the University's restart website. For help and more information on the loaner laptop program, students can contact:

Jonathan Lopez
Coordinator of Student Involvement
Center for Leadership and Service
Miron Student Center Room 303
ljonatha@kean.edu • (908) 737-5272

STAGE 2

During stage 2, the NTLC offers predominately virtual services, with in-person capacities not to exceed 25 percent. All procedures and protocols for high-touch materials set forth above remain in effect, and the laptop loaner program remains available for students.

NTLC Social-Distancing Measures and Cleaning Protocols

The Office of Facilities and Campus Planning (OFCP) identified areas within the building for “dot-marking” to ensure that social-distancing guidelines are maintained. This includes, but is not limited to, some rearrangement of furniture, marking of chairs and tables, floor stickers in high-traffic areas (i.e., in front of pick-up windows), and flow arrows on an as-needed basis. NTLC is preparing additional table/wall and website messaging, posting and training for both social distancing and cleaning protocols. NTLC signage will be placed at all tables and in all areas. Communal areas will be monitored and in some cases may need to have restricted or no access (e.g., Grand Study Hall) as per OSHE guidelines.

Stand-alone computers for patron/student use are being separated to ensure appropriate distancing on all floors while maintaining access for students.

Occupancy/Density Control

In comparison to previous Fall terms, peak patron counts (observed October 2019) showed a peak of up to 455 for any one hour/day. This indicates that under normal operations (pre-pandemic) peak activity levels were ~500/1,500 capacity (~33 percent) of the entire building, and with the majority of classes being offered remotely, the potential for more than 25 percent capacity is non-existent without a planned event. The University will not permit any events in excess of the small permitted numbers, and even those will be limited.

The NTLC and all of the stakeholders in the building have already been encouraged to explore virtual options for student engagement, events and programming. The NTLC will offer its student support services in writing, public speaking and tutoring remotely as they were offered during the Fall semester. While the University is not anticipating the amount of traffic observed in previous terms due to the efforts in minimizing campus density, NTLC staff will be monitoring the electronic People Counting Analytics Software to ensure 25 percent building capacity is not exceeded and will coordinate these efforts with the building stakeholders. Occupancy will be reduced regularly throughout the building by monitoring social distancing on all floors and, as possible, movement of furniture.

Following Thanksgiving Break, the NTLC building capacity was reduced to 50 people (as per state and University guidelines) and building access requirements implemented upon entry. This included presenting a Kean ID, #campusclear app and space reservation via the NTLC website.

High-Touch Areas/Computer Terminals

Cleaning and sanitizing of computers will be a responsibility shared among NTLC staff within the scope of supplies available from OCPF (ABM) and coordinated with the building's stakeholders. In addition, a Health, Safety and Security (HSS) committee is being developed, composed of building stakeholders and additional campus units to address specific needs and review shared procedures and protocols among all units. Separate protocols for NTLC materials (resources) have been developed with regard to books and other items and/or surfaces and platforms used by patrons.

Members of the HSS Committee, which include NTLC staff and faculty, maintained coordination among key campus partners, such as Environmental Health and Safety, Facilities and Campus Planning, Campus Police and Community Standards and Student Conduct to ensure all state and University guidelines were being met as it pertains to NTLC operations. Communication with building and campus stakeholders regarding operations and procedures has remained consistent upon repopulation.

STAGE 3

All precautions from stage 2 will be continued in stage 3, including enhanced cleaning and sanitization (especially for high-touch surfaces), social distancing and modified procedures for loaned items, such as curbside pick-up.

RESEARCH

STAGE 1	STAGE 2	STAGE 3
All research activities shift to remote mode.	Researchers on staggered, predetermined schedules to reduce density. Student researchers limited to bench work or environmental field work (outdoors).	Researchers on staggered schedules to reduce density.
	Social distancing, PPE, screening and enhanced cleaning and disinfection protocols in place.	Social distancing, PPE, screening and enhanced cleaning and disinfection protocols in place.
	Limited in-person, lab-based learning and lab/clinical prep may occur with social distancing and enhanced cleaning and disinfection protocols.	In-person, lab-based learning may occur for hands-on courses and for lab/clinical prep, with social distancing and enhanced cleaning and disinfection protocols.

STAGE 1

All research activities shift to remote mode. Since March 2020, the University has hosted a COVID-19 testing site on the Union campus in conjunction with Union County and the New Jersey Department of Health, and protocols are under development to support research on COVID-19 testing. If a shift to stage 1 becomes necessary, this activity may warrant consideration as an essential research operation.

STAGE 2

Researchers will be given staggered schedules to reduce density and facilitate social distancing. Research laboratories will follow the same PPE requirements, screening and enhanced cleaning and disinfecting protocols as established for the rest of campus.

The Kean University Plan for research covers three types of research activities, which are addressed below: (A) laboratory-based research, (B) laboratory courses, (C) clinical research and (D) environmental field research.

A. Laboratory-Based Research

The guiding principles for resumption of research activities are compliance with all relevant federal, state and local laws and executive orders; readiness to respond to new developments in the COVID-19 pandemic that promptly pause or wind down on-campus research activities; and tracking and awareness of health conditions and risk factors of researchers. The goal is to return to full in-person research activities in as controlled a manner as conditions permit.

Faculty will develop individual plans for resuming their research, considering specific steps that will be taken to conform to the COVID-19 research resumption plan and the establishment of effective mitigation efforts during their research and the research of their students and other personnel. The research facility manager, designated laboratory technician or laboratory manager will develop plans for operations and compliance for common laboratory and common areas. These plans will be reviewed by the dean, executive director, or appropriate individual at the local level, and approved prior to the resumption of laboratory activity. Each research course will have a COVID-19 containment plan communicated to researchers in the course, and Independent Study research students will have a section of their written and approved research plan that addresses the precautions they will take with respect to COVID-19 and their commitment to them. Visitors will be permitted in the research building provided they comply with the guidelines established at the time, and only visitors that need to enter the laboratories

or research areas will be permitted to do so. Casual visitors will not be permitted in the laboratories.



It is expected that all researchers will comply with the guidelines and that principal investigators will bear an additional responsibility for compliance with the guidelines. Non-compliance with the guidelines should be brought to the attention of the designated administrative individual, and complaints may also be made anonymously through the University Ethics Office.

A safety training program for students was updated to incorporate additional precautions (use of masks, social distancing, enhanced hand and lab hygiene practices) as suggested by the CDC¹. The training program encourages frequent handwashing, appropriate use of disinfectants, proper use of PPE, including gloves and laboratory coats, and will incorporate proper wearing and removing techniques for masks, the science behind social distancing and the necessity of reporting symptoms and staying home when ill.

In biological and chemistry laboratories, Biosafety Level 2 (BSL-2) precautions² will incorporate enhanced requirements, including the use of masks and social-distancing practices. Standard BSL-2 practices include the use of gloves, laboratory coats and eye protection; masks, social distancing, enhanced cleaning and staggered use of space will be incorporated. Other types of laboratories, such as physics, Earth sciences, etc., will have appropriate training which will take into account social distancing, use of masks and so forth.

Students will be queried daily about symptoms and possible COVID-19 exposure and will use the CampusClear mobile app. Temperature and symptom screenings will be performed daily upon entry to the laboratory.

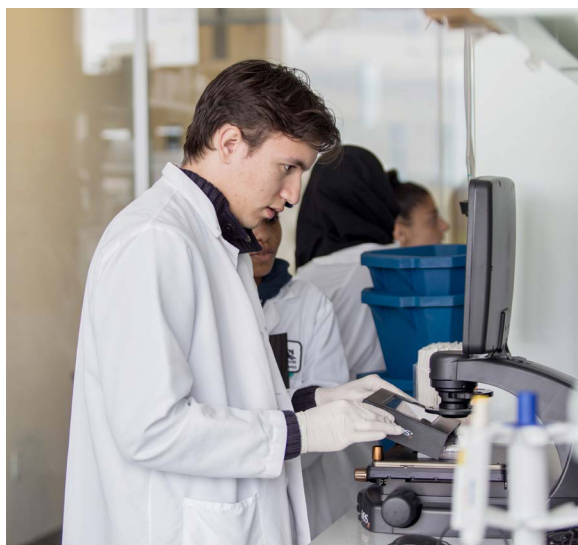
Laboratory use will be limited in accordance with social-distancing requirements. Researchers in each laboratory will be required to schedule their use and coordinate with faculty and other researchers to accomplish tasks.

1 Considerations for Institutions of Higher Education, Centers for Disease Control and Prevention, May 30, 2020 (accessed August 14, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

2 Biosafety in Microbiological and Biomedical Laboratories, 5th edition, CDC, rev. December 2009. <https://www.cdc.gov/labs/pdf/CDC-BiosafetyMicrobiologicalBiomedicalLaboratories-2009-P.PDF>

B. Laboratory Courses

Research and laboratory classes will be staggered in order to maintain the distance necessary to prevent transmission of pathogens. For example, students attending a laboratory may arrive in two separate groups, with one during the first 70 minutes and the other for the last 70 minutes of class, leaving 15 minutes between the sections to clean, or teams of students may alternate weeks to reduce the numbers of students present at any one time.



Students will be trained in Biosafety Level 2 (BSL-2)² precautions with enhanced requirements, including the use of masks and social-distancing practices in appropriate laboratory courses. Standard BSL-2 practices include the use of gloves, laboratory coats/gowns, and eye protection; masks, social distancing, enhanced cleaning and staggered use of space will be incorporated in the training. Students in non-wet lab courses will be trained in the appropriate use of masks, social distancing and other precautions. Students and faculty taking part in outdoor environmental field courses will also be

responsible for wearing masks and practicing social distancing. Groups of students in outdoor field/laboratory courses will be kept small with no more than four students working in groups.

Laboratory courses that historically have used shared specimens and equipment will be changed to emphasize more individual use when possible. Equipment such as microscopes used in multiple laboratory sections will have specific hygiene procedures that will be followed as part of the enhanced cleaning practices already mentioned. The faculty will emphasize and utilize projection technology so that this type of equipment use is reduced further.

Individual instructors' plans for adapting to COVID-19 controls will be approved by the dean or director of the program prior to implementation.

C. Clinical Research

The operation of clinical laboratories will be done in accordance with proper protocols that will provide safety for faculty and students, as well as enable appropriate training.

Laboratories will be conducted face-to-face but will incorporate remote instruction and discussions with students prior to laboratory attendance. To accommodate appropriate social distancing where applicable, modified attendance patterns will be utilized to reduce the

attendance of larger laboratories. The larger laboratory sections will be divided in half so that in-person clinical activities will occur over two days in a given week. Laboratory attendees will be expected to follow disinfecting protocols for shared equipment and workspaces according to the directions provided by the laboratory supervisor. Each laboratory will be equipped with personal protective equipment with adherence to COVID-19 safety guidelines.

D. Environmental Field Research

Faculty and students conducting environmental field research will travel individually to the outdoor field location to limit exposure in confined areas such as cars and vans. At the site, masks will be worn at all times and social distancing will be practiced. Shared equipment will be kept to a minimum, and proper spacing will be reinforced through constant reminders. Sanitary cleansing spray and paper towels or gel will be provided in the field for disinfection, since handwashing is not available.

E. Communication

a. Laboratory-Based Research

All faculty and students will be required to view the safety training, read the safety packet, and sign an agreement to abide by these protocols prior to being allowed to work in the labs.

Notices for the training, safety packet and agreement will be emailed to individuals at their kean.edu email addresses.

b. Laboratory Courses

All students will be required to view the safety video, read the safety packet and sign an agreement to abide by these protocols prior to being allowed to work in the laboratories.

Notices for the training, safety packet and agreement will be emailed to individuals at their kean.edu email addresses and will be provided in the laboratory for signature page collection.

Notices and training links will be available on Blackboard for each class for review.

STAGE 3

Procedures are the same as stage 2.

STUDENT SERVICES

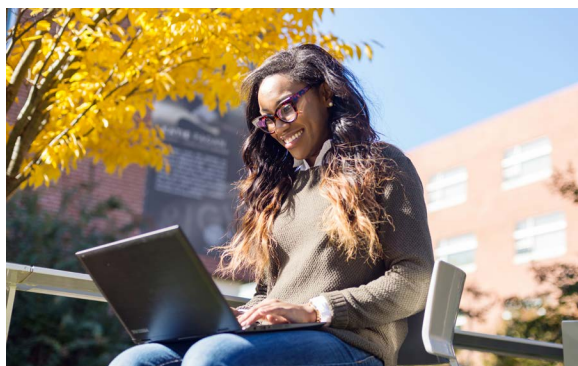
STAGE 1	STAGE 2	STAGE 3
All student services offices remain accessible remotely.	All student services offices remain accessible remotely.	Some in-person services may be available with safeguards such as face coverings, social distancing, and enhanced cleaning and disinfection.
	Limited services continue to be offered through professional residence hall staff for residential students who remain on campus based on a hardship exception.	All services continue to be offered remotely, and the remote option is strongly encouraged wherever feasible to meet student needs.

STAGE 1

All student services offices remain accessible remotely via platforms such as Blackboard Collaborate, Zoom, Google Meet, Advise CRM and Tutor Track. Academic advising is managed remotely using KeanWISE and Ellucian CRM Advise. Tutoring, writing and research support continues to be available through the NTLC website, including 24/7 live chat support. For telemedicine services provided by Student Health Services and the Counseling Center, both offices utilize a HIPAA compliant version of Zoom in order to protect students' privacy.

Throughout all stages, remote options will remain available for students and employees who are immunocompromised or otherwise in a high-risk category.

STAGE 2

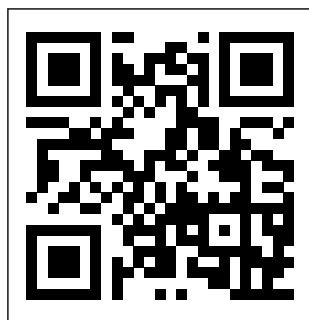


Student services will offer both remote and face-to-face services. Offices are staffed according to published hours of operation and measures have been put in place to protect the health of both students and staff members (required face coverings, displaying an “all-clear” message on the CampusClear app, plexiglass dividers, social-distancing reminders and limited capacities).

Where in-person interaction is prudent or necessary, extra turnover time between appointments, events, or scheduled gatherings (abiding by limits imposed by all applicable executive orders) will be planned to allow for increased cleaning between events and to minimize crowding.

The Office of Financial Aid & Scholarship Services can be reached by email (finaid@kean.edu) and phone, or by scheduling a virtual appointment with a student's assigned counselor via the Financial Aid Staff webpage. Students can reach the University One Stop Service Center by either email (regme@kean.edu) or phone, or by scheduling a callback from the Registrar's Office any time during normal business hours via QLess, the University's virtual queuing system.

To access QLess, please scan the QR code below or [click on this link](#) from a mobile device or computer:



For 24/7 assistance regarding registration, financial aid, scholarship or student support questions, ask the University’s chatbot, Roary, located on the One Stop Service Center webpage.

To limit interaction and eliminate the need for students to group together standing in a physical line awaiting in-person services at the University’s One Stop Service Center, software is implemented allowing students to put themselves into a virtual queue and receive a text when they are next in “line.”

In spaces frequented by students, such as study spaces, lounges, etc., furniture will be rearranged where necessary to reflect social-distancing protocols and to help students/employees visualize six feet.

Students can access services by visiting the [Resources for Current and Prospective Students](#) section of our restart website. (This site is continually updated by University Relations.)

University One Stop Aylin Brandon University Registrar Center for Academic Success (908) 737-3463 • regme@kean.edu	Health and Wellness Support Robin Mansfield, APN Director, Student Health Services Downs Hall 126 (908) 737-4880 • hsnurses@kean.edu
Admissions Carlos Nazario Senior Director, Admissions Kean Hall, First Floor (908) 737-7100 • admitme@kean.edu	Health and Wellness Support Vidal Annan, Ph.D. Associate Director of the Counseling Center Downs Hall 127 (908) 248-2065 • counseling@kean.edu

Financial Aid & Scholarship Services Cheryl Zhang Director, Financial Aid Administration Building - First Floor (908) 737-3190 • finaid@kean.edu	Clubs and Organizations Jonathan Lopez Coordinator for Student Involvement Center for Leadership and Service Miron Student Center, Room 303 (908) 737-5272 • ljonatha@kean.edu
Housing Denis Castanon Director of Operations and Facilities Residential Student Services Whiteman Hall 008 (908) 737-6800 • reslife@kean.edu	Digital Divide: Laptops and Connectivity Jonathan Lopez Coordinator for Student Involvement Center for Leadership and Service Miron Student Center, Room 303 (908) 737-5272 • ljonatha@kean.edu
Dining Kerrin Lyles Director, Miron Student Center Miron Student Center, Room 6 (908) 737-5200 • uca@kean.edu	<p>Students are strongly encouraged to make in-person and remote appointments in advance.</p> <p>Students are strongly encouraged to call/email to make appointments with Student Health Services or the Counseling Center</p>

STAGE 3

As restrictions on social distancing are lifted, we will increase capacity for in-person advisement, mentoring, counseling, tutoring and other services. Extracurricular activities will resume according to the most recent executive orders and guidance from OSHE.

TRANSPORTATION

STAGE 1	STAGE 2	STAGE 3
All transportation halted.	New guidelines to ensure rider safety, including reduced capacity and enhanced cleaning and disinfection on buses and trolleys.	Reduced capacity continues on buses and trolleys though density may increase if deemed safe.
	Designated fleet to transport students who are ill to necessary appointments.	Designated fleet to transport students who are ill to necessary appointments.

STAGE 1

All transportation is halted during stage 1.

STAGE 2

Transportation to necessary appointments for students who are ill will be arranged through a service by Student Health Services or by Department of Public Safety/Police representatives. The University has identified a designated fleet to serve this purpose. Department of Public Safety/Police officers are provided with proper PPE to drive the vehicle with the student in the back seat.

For all other members of the campus community, the Shuttle Bus service is designed to help students, faculty and staff navigate the campus of Kean University. Shuttle buses and trolley buses are accessible to all riders, including people with disabilities. To ensure reduced capacity in accordance with applicable executive orders, members of the campus community who are able to walk are encouraged to do so, leaving the limited seating for those who truly need it.

Additionally, new Standard Operating Procedure (SOP) guidelines apply:

Operational Capacity for Riders

- The University has developed social distance spacing plans for the trolleys and the buses on campus. Each of the four trolleys will hold six passengers at a time with no standing. Each of the three buses will hold 10 passengers. When all seven vehicles are in use, the University will be able to accommodate a total of 54 passengers at any given time. Under normal circumstances, Kean's system can accommodate 272 riders.
- To compensate for the reduced capacity of the vehicles, the University will focus more of the fleet on the East Campus route, which is the longest route and transports the largest number of passengers. The University will maximize the number of vehicles on the route during peak times. Signage will explain social distancing and mask protocols on buses.

Operational Procedures

■ Entering and Riding

- At each stop, the driver will exit first, allow passengers to exit and new passengers to get on before getting back on the bus. Passengers who are exiting must remain sitting until the driver has exited the bus.

■ Seating Description

- On trolleys, spacing is labeled with seat stickers placed to follow distancing recommendations of six feet.
- No standing is allowed on any vehicles.
- The seats in a six-foot area surrounding the driver must be left empty.
- On buses, tape on the floors will indicate the safe distance between passengers (what rows can be utilized).
- Signage on seats will indicate where passengers may or may not sit, again, based on six-foot separation standards.
- Clear totals for occupancy are posted on every vehicle.

■ Other Considerations

- Weather permitting, windows will remain open throughout operation.
- Enlarged Vehicle ID numbers will be posted to aid in contact tracing should a positive case be identified.

Bus Stop Layout and Logistics

- The University has marked out safe distancing at all bus stops with queuing lines for riders waiting.
- Six-foot distances are marked with decals on the ground.
- Signage will be posted at each stop to outline safe distancing and guidelines for riding, as well as stating that if a bus is at capacity and no riders are exiting at that station, the vehicle will not stop.
- Bus stop line formation is marked with six-foot spacing decals on the sidewalk and should be followed by riders waiting for transportation.

Responsibilities of the Drivers

■ Maintaining Appropriate Occupancy

- Drivers must be aware of the total occupancy of the vehicle and how many passengers are on the bus at all times.
- At each bus stop, the driver must ask if anyone is exiting.
- At each stop, they must announce to those waiting how many can board.

■ Disinfection

- Every two hours, at the beginning of each break, the drivers must use the provided spray to disinfect all areas of the bus or trolley.

Signage

The following signs will be utilized at the bus stops and on each bus:

A. Guidance for Ridership (at bus stops and on each vehicle)

- a. Passengers must wear face coverings on the bus and at each bus stop.
- b. While waiting for the bus, please stand six feet apart as marked by decals on the ground.
- c. Please let the driver and any passengers exiting do so before getting on the bus.
- d. Please sit every other row in the window seat only leaving a row between you and other passengers and the driver.
- e. Please remain in your seat until the driver has exited the bus.

B. Decals for six-feet mark outs at bus stops



C. Signage for seats on buses



D. Additional Signage

a. Bus at Full Capacity sign

- If the bus does not stop, it is because it is at full capacity as per social-distancing regulations.

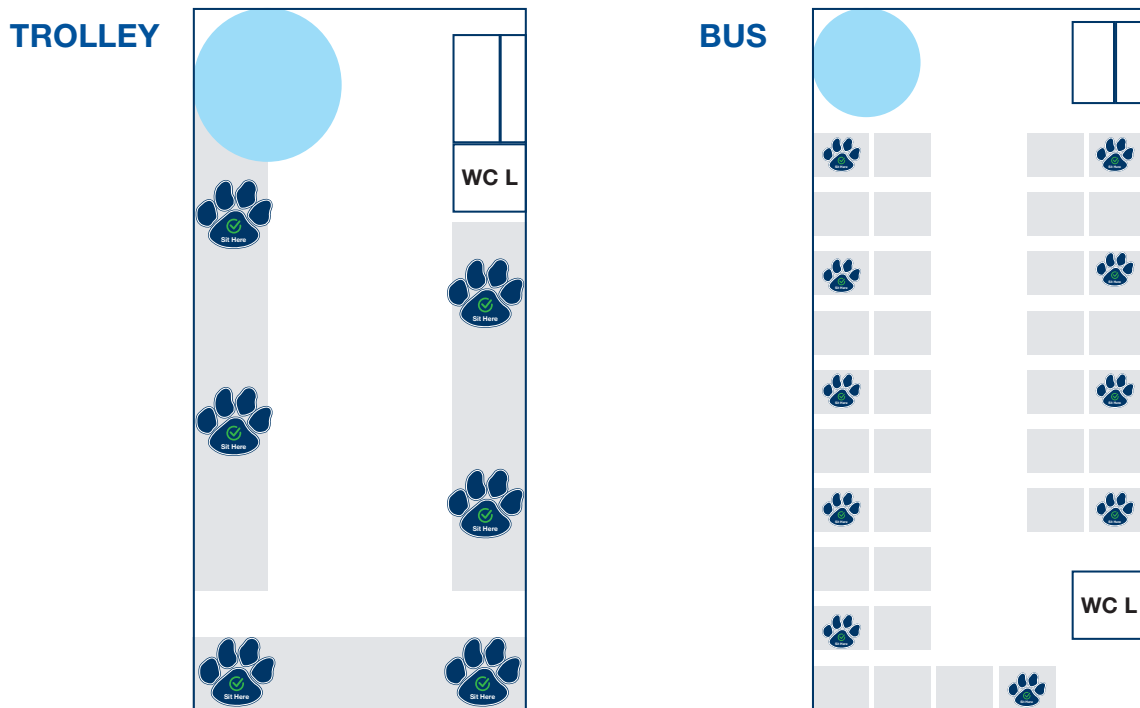
b. Line Starts Here sign (at every bus stop on a post next to the first decal)

c. Average Walk Time to Each Building sign (posted at the bus stops)

d. Bus Occupancy signs (placed on each bus)

e. Larger bus identification numbers so passengers know which trolley they are on. (placed on buses)

E. Trolley/Bus Layouts with Social Distancing



STAGE 3

Same as stage 2. Buses and trolleys may increase capacity if deemed safe.

DINING

STAGE 1	STAGE 2	STAGE 3
Takeout, “grab-and-go,” and/or delivery available to students who continue to reside on campus based on a hardship exception.	Mobile food ordering and pickup.	Same as stage 2.
Non-perishable foods stocked and available for students as needed.	Plexiglass health shields at all interaction points.	
	Enhanced cleaning protocols and health screenings for food service.	

Attached [Addendum 4](#) outlines University food service and dining operations vendor Gourmet Foods’ three-tiered plan to support the University at each stage of [New Jersey’s “Road Back” plan](#).

STAGE 1

Limited food service offered, including take out and grab-and-go options, for students residing on campus. Non-perishable foods stocked and available for students as needed.

An emergency supply of food is stored in the campus warehouse for students who are quarantined on campus.

STAGE 2

Meal plan offerings are modified to ensure a safe dining environment for students. The University transitioned to a new dining model of mobile food ordering and food pickup in the Fall 2020 term and for any subsequent semester during which New Jersey remains in stage 2 or institutions of higher education operate according to New Jersey's stage 2.

Residents will be able to utilize their meal plans in the various eateries on campus. All resident students are required to have a meal plan. For more information on meal plan policies see www.kean.edu/meal-plans.

Enhanced Safety Measures

- All ordering will be handled via new mobile ordering application, Boost Mobile, for enhanced convenience and safety precautions. A Kean ID card will be required to pick up meals.
- Students will only be permitted into food pickup areas with mobile notification from Boost that food is ready for pickup to alleviate high volume or prevent students from lingering in food service dining areas.
- Cash will be accepted at the food court as a stand-alone entrance away from the pickup area.
- All locations will feature plexiglass health shields at any “point of sale” or interaction areas between customers and associates.
- Appropriate safety signage in regards to social distancing, safe health practices, food pickup locations and any additional state-mandated safety regulations will be present at ALL locations.

Staff Procedures

- Dining staff will undergo daily wellness checks and will wear PPE equipment (gloves and masks) at all times. Dining staff will wash hands and change gloves at least every 30 minutes.

Cleaning Protocols

- Tables, chairs and all high-touch surfaces will be continuously sanitized.
- Sanitizer stations will be available for students and guests to use at entrances and exits and in the dining staff production areas.
- Back of the house cleaning and sanitizing procedures will take place every 30 minutes.
- Restrooms will be sanitized every 30 minutes.
- The entire dining facility will be disinfected at the closing of each day.

Dining with Social Distancing

- Students must wear masks except while eating.
- The University is working to incorporate more outdoor seating spaces on campus wherever possible that will follow social-distancing guidelines.
- As state-mandated safety regulations on indoor seating and safety protocol are relaxed, the University will adapt to continue to provide the best dining experience with safety as first priority.

STAGE 3

Procedures are the same as stage 2.

STUDY ABROAD AND INTERNATIONAL TRAVEL

STAGE 1	STAGE 2	STAGE 3
No study abroad or international/international travel.	Students newly arriving from abroad are permitted on campus following quarantine guidelines per the CDC and N.J. Department of Health.	Students newly arriving from abroad are permitted on campus following quarantine guidelines per the CDC and N.J. Department of Health.
	No students, faculty or staff participate in University-sponsored study abroad or international travel.	University-sponsored study abroad or international travel determinations will be based on CDC and N.J. Department of Health advisories as well as U.S. State Department travel guidance and the availability of visa and other travel-related documents.

STAGE 1

All study abroad programs and international travel for students, faculty and staff are suspended.

STAGE 2

Students newly arriving from abroad are permitted on campus but must follow quarantine guidelines per the CDC and N.J. Department of Health.

New international students continue to be admitted to Kean University and International students can apply to live on campus. Virtual orientation will be held to support students' transition to campus for all new international students.

The Center for International Studies will support new and continuing international students with immigration advising and relevant information pertaining to their status, and will remain in close communication with students regarding relevant immigration updates.

All study abroad and international travel for students, faculty and staff remains suspended during stage two.

STAGE 3

Students newly arriving from abroad are permitted on campus but must follow any existing quarantine guidelines per the CDC and N.J. Department of Health.

University-sponsored study abroad or international travel determinations will be based on CDC and N.J. Department of Health advisories, as well as the U.S. State Department, travel guidance and the availability of visas and other travel-related documents. If University-sponsored study abroad or international travel is available, the University will remain in frequent communication with students regarding evolving travel restrictions based on public health metrics.

When international travel is permitted, faculty members seeking to plan international travel with students must contact the Center for International Studies for approval and guidance.

ATHLETICS

STAGE 1	STAGE 2	STAGE 3
All sports competitions and athletics programs suspended.	Practices and competitions will begin with strict protocols for testing and playing.	Practices and competitions with less restrictive protocols.
All gymnasiums and athletic facilities remain closed.	Adhere to all current guidelines for gymnasiums and athletic facilities.	Adhere to all current guidelines for gymnasiums and athletic facilities.

This section serves as a guide for the safe return to campus of intercollegiate athletics at Kean University. The protocols outlined here will help mitigate the risk of an outbreak of COVID-19 and protect the health safety and welfare of student athletes, staff members, coaches and administrators. On July 28, 2020, the University cancelled the Fall game schedule for all Fall sports. However, the University offered strength and conditioning activities for its student athletes and was able to open the Fitness Center during the Fall semester. We will continue to follow guidelines outlined by the CDC and the State of New Jersey in our athletic offerings for the Spring 2021 semester.

- The University has developed revised practice/workout schedules following the National Collegiate Athletic Association (NCAA) resocialization guidelines.
- Testing and screening protocols will be put in place prior to the athletes' arrival back on campus.
- Pledges/assumptions of risk, along with educational videos will be sent to athletes to review and sign.

STAGE 1

While in stage 1, all athletics, sports competitions and in-person activities will be suspended. All gymnasiums and athletic facilities remain closed.

STAGE 2

Practices and competitions will resume with strict adherence to testing and practice protocols. All NCAA, federal, state and local guidelines will be followed.

Policies and Procedures for Student-Athletes, Coaches and Staff

The University will ensure that all student-athletes, coaches and staff complete training on COVID-19 prevention strategies and protocols via a PowerPoint presentation delivered via email before they come to campus. Upon arrival, the rules will be reiterated and all will be held accountable for compliance.

Daily Athletic Department In-Office Operations

The work schedule for staff of the athletic department will limit the number of people in the office weekly. Some members of staff will be on temporary telecommuting arrangements while those who are able to work from the office will follow a schedule based on University guidelines. This will be based on social-distancing best practices for the athletic department space configuration.

All staff will utilize the CampusClear app and follow protocols as detailed in the Screening, Testing and Contact-Tracing Protocols section.

Facility Reorganization/Workspace Distancing

The front door of the Athletic Training Room (D-103) will serve as the only entrance to the facility and the back door will be the only exit. Center doors will be used to re-enter the facility during rehab sessions only.

- Workspace areas will be sectioned off to maintain six feet of distance between athletes.
- Space will be restructured for separate areas to do rehabilitation exercises.

- A waiting area will be established outside of the facility to maintain distancing. The number of athletes permitted inside will be limited at any given time.
- Appointments will be required for any student athlete needing evaluation or treatment of an injury.
- Whirlpools will not be available for any student-athletes.

Pre-Participation Physical Requirements for Student-Athletes

- Athletes will complete a screening questionnaire prior to coming for a physical. Anyone indicating potential signs of COVID-19 will be deferred and referred to healthcare professionals.
- Additional questions related to COVID-19 will be added to the medical history form.
- Full physicals will be performed by our team physician on all new athletes.
- All returning athletes will complete a medical history review and any red flags will require them to see our team physician during the on-campus physical days.
- All athletes will need all Baseline Concussion Testing completed. New athletes will complete this during their physical and all returning athletes will be scheduled to allow social distancing.
- Harwood Arena will be used for physicals instead of the athletic training room. Stations will include Vitals (including non-contact infrared temperature reading and pulse oximeter reading for oxygen levels), Height and Weight, Baseline Concussion Testing, Joint Assessment for pre-existing injury and Physician Evaluation. (We will eliminate Upper and Lower Body Screening for this year.)
- All athletes who test positive or are presumed positive for COVID-19 at any point will require further evaluation based on NCAA recommendations. This could include cardiac screening and/or a return to play protocol based on the severity and length of symptoms.
- High-risk athletes may require additional testing based on the team physician's recommendations.

Screening and Testing Procedures

- Athletic department staff will perform daily self checks via CampusClear and temperature checks.
- Athletes will be required to have two (2) negative tests prior to starting the first group training session and will continue to be tested based on NCAA recommendations.

- Each day, every athlete will need to complete a screening questionnaire prior to their rehab appointment or practice/game. High-risk athletes (e.g., obese, diabetes, sickle cell disease, asthma) may require additional screening questions. If there are any red flags, the athlete will be referred to Student Health Services for additional testing.
- If an athlete passes the screening questionnaire, their temperature will be taken with a non-contact thermal thermometer and their oxygen levels will be determined with a pulse oximeter.
- Athletes will only be cleared for rehab or practice/game if they pass the above screening daily. A new wristband will be placed on them once they pass their screening so all staff know they are cleared to participate. There will be different color wristbands each day.
- If an athlete has symptoms, he or she will be placed in isolation in the trauma room (D-185), and referred to Student Health Services or appropriate health officials for follow-up in accordance with University procedures.
- An individualized return to play protocol will be followed for any athlete who tests positive or is presumed positive for COVID-19. Specific guidelines will be determined on a case-by-case basis.

Athletic Training

- All ATCs must wash hands prior to and after each evaluation.
- All medical staff must wear proper PPE at all times.
- Athletes must wear a face covering at all times in the athletic training rooms.
- Athletes must wash hands upon entering the facility and after treatment before leaving the facility.
- Appointments will be spaced out to allow sanitation of equipment and tables.
- All facilities will be thoroughly cleaned each night by facilities staff.

Athletic Training Scheduling and Workflow

- Appointment times will be set in one-hour time slots allowing 45 minutes for treatment and 15 minutes to clean tables and equipment. Longer appointments will be at the certified athletic trainers' discretion.
- There will be no walk-in appointments.
- Post-op and long-term rehab will be referred out if the schedule does not permit enough time for them to receive adequate treatment. Pre-op rehab will be given at-home exercises.

- Telehealth will be used whenever possible after initial evaluations.
- In-season athletes will have priority with scheduling appointments.
- All equipment for each athlete's rehab will be placed in a crate for use to ensure proper cleaning.
- Each athlete will receive their own set of stim pads when they come in for treatment requiring the use of a stim machine.
- Athletes will sign in for all appointments.
- All taping will be done outside with portable tables under tents if six-foot distance cannot be maintained inside.

Strength and Conditioning

- Carole Hynes Field House will be used as it is designated as an athlete-only training area.
- Large group workouts will be conducted outside to follow social-distancing protocols.
- Smaller group training sessions will be scheduled indoors based on NCAA, federal, state and local guidelines.
- Face coverings will be required indoors at all times and outdoors when a distance of six feet cannot be maintained.
- Equipment (high-touch items) will be cleaned after each use and a thorough cleaning will be done after closing each day.
- Athletes are responsible for bringing personal beverages/water bottles to workouts.
- Groups will be scheduled in 45-minute blocks to allow for 15 minutes of cleaning between sessions.
- Athletes will be assigned specific times and cannot walk in outside of their assigned time.
- Equipment will be spaced out when possible with six feet between. If a six-foot distance cannot be maintained, an alternating schedule will be used.
- Outdoor sessions will be conducted as weather conditions permit.
- If necessary, athletes can use the East Campus Gym for sessions while following social-distancing protocols.



- Markers will be placed on the floor to provide six-feet distance.
- Athletes will progress through a gradual return to activity to prevent catastrophic injuries.
- If anyone is symptomatic, they will be referred to Student Health Services immediately. If SHS is closed, the trauma room (D-185) will be used for isolation until SHS opens. If an athlete displays any signs of breathing difficulty, 911 will be called immediately.

Recreation

- Only the fitness center in the D'Angola Gym (D-194) will be open during the Spring.
- The only entrance will be through the door labeled D-194.
- The only exit is through the back doors labeled "EXIT ONLY."
- There will be place markers on the ground to allow six-feet distance between each person waiting in line.
- The number of students allowed during each time slot will depend on the state-mandated maximum capacity allowed for gyms.
- There will be 45-minute time slots available and students will have to leave after that time to allow for cleaning of the equipment before the next scheduled group can enter the facility.
- A facility reservation system will be implemented to allow students to make a reservation and check in. Must sign up prior to using the facility at IMleagues website and look under our fitness tab: www.imleagues.com/spa/fitness/a5d1c1558e504d6ba20e2ffffca07ba9/home
- Check-in station will be inside the gym with temperature and symptom check "CampusClear app."
- If anyone is symptomatic they will be referred to Student Health Services immediately. If SHS is closed, the trauma room (D-185) will be used for isolation until they open. If an athlete displays any signs of breathing difficulty, 911 will be called immediately.
- NO use of locker rooms.
- Patrons must bring their own water bottles. Refills may be permitted at the hydration station in D'Angola hallway.
- Patrons will be required to bring their own face covering and wear it during their workout. Disposable masks will be available if their personal face covering breaks.
- Masks are a must! NO exceptions.

- Markers will be placed on the ground for walking paths to follow from each piece of equipment.
- Markers will be placed on the floor in certain workout areas (dumbbell area) to provide six-foot distance.
- Cardio equipment will be labeled A and B to be used at alternating time slots.
- Spray will also be provided for students to wipe down the equipment after use. Please wipe down all touched items after each use.
- Strength equipment will be spaced six feet apart. If equipment pieces are too close, rules will be enforced not to have two people on machines next to each other.
- Open gym in Harwood Arena will not be scheduled until state guidelines allow.
- Open swim times will not be available until state guidelines allow. The pool will only be available for Kean University swim team practice.

Locker Rooms

- As per current New Jersey Department of Health guidelines, all locker rooms on campus are closed.
- If locker rooms are able to open, a schedule will be set up for use before and after practices and games only, and a thorough daily cleaning will be set up through ABM. The number of athletes allowed at a time will be restricted based on University, state and local guidelines to allow physical distancing.

Equipment

- Equipment distribution will include a location with open space and air flow, and limiting the number of athletes to five at a time.
- Athletes or coaches need to contact staff prior to coming down to the equipment room. No more than two people will be in the equipment office at one time and no more than three people in the equipment room.
- Equipment will be cleaned daily using the recommended products for each item.



Practices/Scheduling

- The athletics department will develop team practice schedules that allow for flexibility and take into consideration all of the constraints placed upon the department.
- All student-athletes will be tested twice upon returning to campus for the Spring 2021 semester and must have two negative tests before beginning practice. The first week on campus will include testing, physicals and virtual meetings. The second week will be a transitional period that will include a gradual return to activity with the use of face coverings and social-distancing protocols.
- All practices will follow NCAA, state and local guidelines. Face covering and social distancing will occur whenever possible and teams will work in functional units to minimize the potential spread of the virus.
- Additional considerations will be made when a team has to transition inside for practice due to weather-related issues.

Coaching Staff

- All coaches will wear face coverings that meet the CDC and NCAA guidelines.
- Ensure that proper social distancing is occurring during all practices and workouts and equipment sharing is minimal with proper cleaning of equipment throughout the session.
- Limit in-person team meetings to allow six feet between athletes and hold them outside when possible. If you cannot maintain social distancing, the meeting should be conducted virtually. Masks are required for all in-person meetings.
- Individual meetings with coaches will not be held in their offices. A space will be provided to allow social distancing.
- All recruiting should be done virtually until federal, state and local guidelines are relaxed.

Game Day Screenings

Screenings including a symptom checklist and temperature check will be performed prior to teams traveling for competition. As per the New Jersey Athletic Conference (NJAC) [guidelines](#), each school will be responsible for screening their athletes prior to departure and communicating with the host institutions regarding clearance. Testing will be performed as per NCAA recommendations. If any athlete becomes symptomatic, athletics will follow the University's protocols for isolation and refer the athlete to Student Health Services. If there are unsafe conditions, we will cancel or postpone the competition.

Game Day Operational Procedures (If games resume in Spring 2021)

- Game day tents set up to be used for changing if locker rooms cannot be available.
- The athletic training room will not be open to visiting teams. Athletic training services will be coordinated through the athletic training staff for games.
- Thorough cleaning of all facilities to be used will be coordinated with ABM.
- Signage to include entry and exit procedures, spacing (including markings), and washing hands in arena and field house for restrooms.
- Only essential personnel are allowed on the sidelines/bench. Anyone on the sidelines/bench must wear a mask.
- Additional benches or chairs will be added as necessary to maintain social distancing on the sidelines/bench area.
- Ticketing for games based on NCAA recommendations and University guidelines for visitors on campus.
- Seating marked off to allow for social distancing by the spectators, if allowed.
- Change bleacher/press box setup based on federal, state and University guidelines for indoor and outdoor allowed capacity limits.
- Modification for ticket booths to properly ensure a safe barrier when checking in for games.
- Locker rooms or remote areas assigned for officials.
- Have appropriate space available for teams inside in the event of a game delay (lightning, power outage, etc.). Fans will have to return to their cars.
- Spectators will be limited as per state and University guidelines, issuing a certain number of tickets per athlete and coach. Gourmet Dining is responsible for concessions during football games and has developed their own protocols, including face coverings and social distancing.

Travel Procedures

- All travel will be completed on the same day. No overnight trips will be planned for Spring 2021, with the exception of postseason play.
- The number of staff and student-athletes allowed on the bus will be limited. Additional buses may be used if necessary.

- Assigned seating charts will be used with strategic placement of individuals based on pods/functional units and pairing those uninfected with those that were previously infected (within 150 days).
- Everyone traveling will be required to wear face coverings while on the bus. When drinking, a straw must be used under the mask.
- If a student-athlete or staff member shows signs or symptoms of COVID-19 while traveling, they will be isolated to the greatest extent possible. Individual transportation arrangements will be made for individuals who are displaying signs or symptoms of COVID-19.

Procedures for Visiting Athletic Teams

- Before traveling to Kean University, your athletes and coaches/staff must have completed appropriate COVID-19 testing, as recommended by the NCAA, and the mandatory game day screening in accordance with the NJAC Competition Guidelines.
- Prior to your arrival at Kean, your athletic training staff must email Kean Athletics with a roster of all approved visiting travel party members who were screened prior to your departure. Only those members on the roster will be allowed in Kean facilities.
- Visiting teams must follow the following procedures for entry into and exit from Kean Athletics facilities:
 - For Harwood Arena (basketball and volleyball): enter and exit through doors as indicated on the day of the event
 - For D'Angola (swimming): enter through side door in parking lot and exit to hallway and out front door
- All visiting athletes must stay in their designated areas (i.e., swimmers must stay in the pool area, basketball/volleyball players must stay on assigned courts). There will be no walking around buildings or visiting different areas of campus.
- Locker rooms will not be available for visiting teams use. Only bathroom use and handwashing will be allowed, as directed by Kean Athletics staff.
- No hydration stations will be open for use, and all athletes must bring their own bottles of water (no glass please).
- Hand sanitizer will be available at the entry to Kean Athletics facilities and in designated areas for use of visiting teams.
- No towels, equipment or food will be available for visiting teams.

- A meeting room may be provided for half-time meetings only. All pregame and postgame meetings must be held on your bus or outside Kean facilities.
- There will be no spitting, high-fiving, fist bumps, team huddles, or any unnecessary touching in order to maintain social distancing.
- Athletes and coaches/staff are required to wear face coverings when entering Kean Athletics facilities, during downtime and when not on the playing surface, including during timeouts and halftime. Masks are not required during play, unless otherwise directed by Kean Athletics staff (i.e., volleyball).
- Fans, other spectators and non-essential staff are not permitted in Kean Athletics facilities.
- Kean's Athletic Training services will be limited to injuries occurring during play. Make sure that all taping and/or treatment are administered prior to departing your campus or eliminated for that day from the plan of care.
- Isolation rooms will be available to any athlete/coach/staff presenting with symptoms. Visiting teams must have a procedure in place for the transporting of presumed positive cases back to their campus.
- Visit Kean University's Restart Plan at www.kean.edu/return-campus for additional information, including cleaning and sanitization protocols.

STAGE 3

During stage 3, we will continue all activities in place during stage 2 with less restrictive protocols in accordance with NCAA recommendations and federal, state and local guidelines.



These guidelines will be reviewed regularly to respond to changing conditions and new information. These guidelines may be revised, suspended or terminated as the COVID-19 pandemic permits.

Restart Plan